



North Dakota University System
Flexible Spending Accounts Effective January 1, 2019

How to Enroll Online

Open Enrollment Dates: November 1 - 20, 2018

Begin Online Enrollment

1. Go to <https://enroll.asiflex.com>
2. Enter your Employer Code Word: **NDUS** and click **Continue**.
3. Enter your social security number (000-00-0000) or employee ID and click **Continue**.
4. Enter the first three letters of your last name, and enter the initial of your first name. You may be prompted to enter your full first name, full last name or ID for verification purposes. Click **Continue**.

Making Your Flexible Spending Account (FSA) Election(s)

1. Health Care FSA - If you wish to participate in this account, check the box. You may then enter either the amount of your per pay period or annual election and click **Calculate**. Once you are satisfied with your election, click **Continue** to go to the next page. If you do not wish to participate in the HCFSA, simply click **Decline** and **Continue** to go to the next page.
2. Dependent Care FSA - If you wish to participate in this account, check the box. You may then enter the amount of your per pay period or annual election and click **Calculate**. Once you are satisfied with your election, click **Continue** to go to the next page. If you do not wish to participate in the DCFSA, simply click **Decline** and **Continue** to go to the next page.
3. Reimbursement and Electronic Communication – For rapid reimbursements sign up for direct deposit to your bank account. Just complete the bank routing number, account number and type of account. You may also sign up for text alerts by providing your mobile phone number and wireless carrier. To sign up for email alerts, enter and confirm your email address. Click **Continue**.
4. Health Care FSA Debit Card Application – Cards will be automatically issued for health care FSA participants. Confirm your address, read the form, sign and provide your date of birth (required for card issuance). Click **Continue**.
5. Final Review - Review and confirm your elections. Click **Confirm** to complete your enrollment, or click **Go Back** to change your enrollment.
6. Your Elections Have Been Recorded - The final screen will display your confirmation number and election. **PRINT this Page** or save this screen for your records.

Note: If you need to make a change after exiting and before open enrollment closes, simply login and enroll again using this procedure. The last online enrollment submitted will be saved for your 2019 participation.

All online enrollments must be completed by 11:59 p.m. CT on November 20, 2018.
Contact ASIFlex customer service if you need assistance with enrollment or have plan questions.
asi@asiflex.com
1.800.659.3035